



Baltimore County Public Library Marketing Request Form

Software Requirements Specification

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Project Description

Overview

The Baltimore County Public Library (BCPL) would like to streamline the process of submitting requests for print, web, social media and digital display program-driven marketing materials, non-program-driven print materials, and for movies and projectors needed to support library programs. In the existing process, which is cumbersome and inefficient, nine different applications and three different forms are used to submit, coordinate and fulfill requests.

The current solution evolved over time and has created business process inefficiencies and software integration challenges. The major problems include:

- Redundant data entry
- Inability to track marketing materials requests
- Multiple versions of the same content
- Inefficient use of staff time
- Few report options

Benefits

For BCPL staff, the benefits of an integrated technology solution will include:

- Reduced time and effort in requesting and fulfilling library marketing materials requests
- Accurate, up-to-date request fulfillment tracking information
- Consistent event description in all promotional material
- Accurate details of materials used for projects for future retrieval

Timeline

The BCPL Marketing and Development Office and the Office of Information Technology (OIT) will complete the project by April 15, 2015.

Scope

This project will:

- Gather and document library marketing materials request current business practices
- Identify business process improvement opportunities
- Make recommendations for technology solutions to support business process needs

This project will not include:

- Implementation of the proposed technology solution
- Training of library staff on the use of any recommended tools
- OIT participation in determining marketing materials request fulfillment priorities

Risks

Risk ID	Description
RISK-1	The scope is outlined in this document, is based on our current understanding of requirements. If the scope should change, we will need to adjust schedule, resources, etc. accordingly.
RISK-2	The level of effort to accommodate the listed requirements has not been assessed. For budgeting and time availability, the requirements have been prioritized. Any requirements marked as “medium” or “low” may not be completed under this project.
RISK-3	Deliverables and recommendations are subject to review and acceptance by Baltimore County Library Marketing and Development, and the Office of Information Technology.
RISK-4	Project team members and stakeholders must be able to communicate, coordinate meetings, and deliver materials within the timeframe allotted in the proposed project plan in order to stay on schedule.

Business Requirements

System-Wide

ID	Requirement	Priority
	Users must be able to select print, web and digital display marketing materials, as well as movies and equipment as one request.	High
	The solution must prevent duplicate marketing materials requests for the same program.	High
	The solution must be able to calculate a "rush order" based upon the difference between the date submitted and the date the project is requested.	Low
	The solution must capture the user, branch or department, date and time when a request is submitted or modified.	High
	The solution must generate a unique identification number for each request.	High
	Requests will route directly to the person responsible for the assignment, rather than to the entire team. Should that person be unavailable, the management team will re-assign the request manually.	High
	The solution must allow re-assignment of requests to be short term or long term at the discretion of the Marketing department supervisor	High
	An automatically generated email digest, combining all email exchanges (during time frame) into a single message, will be used to provide updates on request activity	Low
	The solution must allow users to submit requests for another run of materials without having to re-enter program and project characteristics.	Low
	The solution must be able to restrict requested due dates so that they comply with the production time required for each project type.	High
	The solution must be able to upload files containing large amounts of copy, such as newsletters.	High
	The solution must allow the selection of multiple dates and locations for a given program.	High

System Integration

ID	Requirement	Priority
	The solution must provide concurrent updates of the program description for the program calendar, web presentation, project types and all publications so that content remains synchronized even when changes are made.	High
	The solution must allow users to enter one and only one program description for the program calendar, web presentation, project types and all publications	High
	The solution must be able to import and display the quarterly dates on which program selections are due from the BCPL fiscal calendar.	Low
	The solution must have a flexible architecture designed to accommodate changes, and to integrate with other currently unknown applications.	High
	The solution must allow a single sign on for users	High

Administrative Office

ID	Requirement	Priority
	Administrators must be able to filter a list of requests so that only the following are shown: <ul style="list-style-type: none">• New Requests• Open Requests<ul style="list-style-type: none">○ Awaiting Approval by (need status wording)○ Awaiting Approval by (need status wording)• Overdue Requests• Pending Requests• Completed Requests	High
	Administrators will have the ability to withdraw a request which will stop the workflow but retain the request in the system.	High
	Administrators must be able to re-activate withdrawn requests.	Low
	The system must provide administrators with a way to identify the dates on which work on a project must begin in order to be completed on or before the date due.	High
	The system must provide a way for departmental administrators to assign tasks to a member of their team.	High
	Administrators will have the ability to approve or disapprove requests or changes to requests.	High
	Administrators will have the ability to set access permissions for users.	High
	The solution must provide selectable status descriptions for requests as they move through the process. Administrators will be able to change the status of the request as each step of the process is completed.	High

Branches

ID	Requirement	Priority
	Branch users will be able to view and act upon only those requests that they have submitted.	High
	Branch users will be able to edit or withdraw submitted requests prior to the status of those requests being changed to "Approved by Marketing"	High
	The system must notify branch users when a submitted request has been received and when it has been completed.	Medium
	Branch users will be able to view their requests with the status of Awaiting Approval	High

User Interface Requirements

Navigation

ID	Requirement	Priority
	The system must comply with accessibility requirements by allowing users to interact with the application using the keyboard only or keyboard and mouse.	High
	When input options are presented in a multi-column format, options will be arranged such that users will be able to tab from left to right on a single row, and then proceed to the next row.	Medium

	The solution must allow users to browse through a listing of marketing requests with restrictions on views based upon account permissions.	High
	When viewing a listing of requests, users must have the ability to divide the list into subsets so that only a specified number of requests are displayed at one time (i.e. pagination).	Medium
	When a subset of a request listing is displayed, there must be an indication of which subset is being viewed.	Medium
	Request listings must allow users to select the number of requests to be shown at one time.	Low
	Users must be able to directly select a specific subset of a request listing.	Medium
	Users must be able to select the next or previous subset of a request listing.	Medium
	A mechanism for administrators to navigate to and to search for all of the following views of a request listing and it must be available throughout the system: <ul style="list-style-type: none"> • To Do List • My Requests • All Requests • Open Requests • Completed Requests • Overdue Requests • Pending Requests • Awaiting Approval 	High
	A persistent visual indicator must be provided to show the view of a request listing that an administrator has chosen.	High
	On request listings, the following navigational aids must be shown: <ul style="list-style-type: none"> • Total number of requests • Beginning number of requests shown in the view • Ending number of requests shown in the view 	Low
	Branch users must be provided with the ability to search all of the following views of request listings: <ul style="list-style-type: none"> • To Do List • My Requests 	High
	The solution must allow users to search for marketing materials requests in all request listings by: <ul style="list-style-type: none"> • Program Name • Branch • Originator • Last Updated By • Request Status 	Medium
	When entering search terms, the system will check the database for similar terms and present predictive text.	Low
	Users will be able to navigate to a detailed view of an individual marketing request from all request listings.	High
	Public users must be able to log in using their library barcode. (BCPL only???)	High
	The solution must provide public users the ability to check the programs they have registered for using their library ID.	High
	The solution must allow public users to connect with Social Media to post events????	Medium

Controls

ID	Requirement	Priority
	Administrators must be able to perform the following actions on an individual request: <ul style="list-style-type: none"> • Add Request • Edit Request • Copy Request • Update Request • Withdraw Request 	High
	Branches must be able to perform the following actions on an individual request: <ul style="list-style-type: none"> • Add Request • Copy Request • Edit Request • Withdraw Request 	High
	When adding a request, users must be able to perform the following actions: <ul style="list-style-type: none"> • Submit Request • Cancel Request • Clear Form 	High
	When editing or copying a request, administrators must be able to perform the following actions: <ul style="list-style-type: none"> • Remove Project Type • Add Project Type 	High
	When editing a request, users must be able to perform the following actions: <ul style="list-style-type: none"> • Submit Change • Cancel Change • Clear Form 	High
	When copying a request, users must be able to perform the following actions: <ul style="list-style-type: none"> • Submit Request • Cancel Request • Clear Form 	High
	When updating a request, users must be able to perform the following actions: <ul style="list-style-type: none"> • Submit Update • Cancel Update • Clear Form 	High
	Checkboxes will be used to indicate that multiple project types or distribution locations may be chosen.	High
	Radio buttons will be used to indicate that only one selection can be made in a request listing.	High
	Drop-down boxes will be used to display options having a finite list of less than ten items in which only a single option may be selected.	High

Functional Requirements

Data Entry Requirements

ID	Requirement	Priority
	When adding a request, project types will be grouped into the following categories: <ul style="list-style-type: none"> Digital Display Print Supplies Web Social Media 	Medium
	Users will be allowed to select all project types, regardless of category, for a program at the same time.	High
	Project types will be shown in alphabetical order within a project type category.	Medium
	Users will be allowed to select multiple project types within a category.	High
	The solution must allow users to select the project type Digital Display.	High
	The solution must allow users to select the following Supplies project types: <ul style="list-style-type: none"> Movie Projector Portable projection screen <ul style="list-style-type: none"> Small (45 x 80 inches) Large (72 x 96 inches) Sneaks costume? 	High
	The solution must allow users to select the following Web project types: <ul style="list-style-type: none"> Banner Facebook Graphic Only PDF Twitter 	High
	The solution must allow users to select the following Print project types: <ul style="list-style-type: none"> Book Display Booklet Book List Brochure Business Card Certificate Coloring Book End of Stack sign Envelope Flyer 	High

	<ul style="list-style-type: none"> • Form • Invitation • Label • Letterhead • Lighted Vellum • Newsletter • Poster • Print Only • Shelf Tag • Sign 	
	<p>The solution must allow users to enter or select the following characteristics of the project type "Banner":</p> <ul style="list-style-type: none"> • Description details • Reason for promotion • Begin Date for Feature to run • End Date for Feature to Run* • Web Link for Additional Customer Information • Graphic Needed – Yes or No • Registration Required – Yes or No • Special Instructions • Suggested Photo 	High
	<p>The solution must allow users to enter or select the following characteristics of the project type "Flier"</p> <ul style="list-style-type: none"> • Suggested Wording (Maximum Characters) • Distribution –All Branches, Selected Branches or Department • Quantity Needed per Branch or Department 	High
	<p>The solution must allow users to enter or select the following characteristics of the project type "Movie":</p> <ul style="list-style-type: none"> • Title • Studio • Rating • Intended Audience 	High
	<p>The solution must allow users to enter or select the following characteristics of the project type "Equipment Request":</p> <ul style="list-style-type: none"> • DVD/Projector • Small portable projection screen (45 by 80 inches) • Large portable projection screen (72 by 96 inches) 	High
	<p>The solution must allow the following to be entered if the project type Poster is selected:</p> <ul style="list-style-type: none"> • Holder 	High
	<p>The solution may allow the following to be entered for print project types other than Poster, but should not be a required field.</p> <ul style="list-style-type: none"> • Ink Color 	Low

	<ul style="list-style-type: none"> Paper Color 	
	<p>The solution must allow the user to select or enter the following characteristics of the project type “Twitter” or “Facebook”:</p> <ul style="list-style-type: none"> Description details (required) Reason for suggestion Registration required? Yes or No. (required) Where would you like this promotion to appear (check all that apply)* <ul style="list-style-type: none"> Facebook Twitter Date or date range when the feature should run. Web link to direct customers to additional information (if available) Comments or Special Instructions 	High
	The solution must display the characteristics of a project type as Help Text so that users may not select or modify non-customizable values.	High
	The solution must allow users to select one or more, or all branches for central programs and the corresponding dates.	High
	<p>Users must be able to select the branches or departments to which marketing materials will be distributed as follows:</p> <ul style="list-style-type: none"> All Branches Arbutus Catonsville Cockeysville Essex Hereford Lansdowne Loch Raven North Point Owings Mills Parkville – Carney Perry Hall Pikesville Randallstown Reisterstown Rosedale Sollers Point Towson White Marsh Woodlawn Mobile Services Adult Services Youth Services 	High
	The solution must provide users with a mechanism to indicate the number of marketing materials to be distributed to the branches. The amount may vary among branches.	High
	The solution must allow the program description to be entered in the request and must make this a required field for program requests.	High
	The solution must allow the location of graphics files to be entered in the request.	Medium

	<p>The solution must allow the Graphics department to enter characteristics of a JPEG image:</p> <ul style="list-style-type: none"> • Size (pixels) • Resolution • Location • Other 	Medium
	The solution must follow the Guidelines and Explanations for each project type as provided in the current form. The Guidelines and Explanations will appear as Help Text	High
	When adding a request, project characteristics will be displayed only for the project types selected, using progressive disclosure.	High
	The solution must allow users to copy a marketing request.	High
	The solution must allow administrators only to edit a marketing request at any point in the work flow.	High
	<p>When adding a request, the following data will be required:</p> <ul style="list-style-type: none"> • Project Title • Date due • Event Date and Time • Description • One or more Project Types • One or more Distribution locations 	High
	<p>When adding a request, the following input will be optional:</p> <ul style="list-style-type: none"> • Reason for request • Special Instructions 	Medium
	When adding, editing or copying the title of a request, the system will check the database for similar titles and present predictive text.	Medium
	On all request listings, the user will be allowed to select only one request at a time.	High
	On all request listings, the user will be to select the title to display request detail.	High
	<p>When editing a request, the following data will be captured and displayed in a non-editable format:</p> <ul style="list-style-type: none"> • ID# • Originator • Branch 	High
	When editing a request, all fields other than ID#, Originator and Branch must be editable.	High
	When copying a request, all fields must be editable.	High
	<p>The solution must allow the Print department to log in to enter or retrieve the following:</p> <ul style="list-style-type: none"> • Single sided • Double sided • Folded • Stapled • Cut • Collated • Punched paper 	High

Message Requirements

ID	Requirement	Priority
	If required information has not been entered, the system will not allow users to proceed and will indicate the information that needs to be entered or modified.	High
	When administrators withdraw a request, a message will be displayed that requires confirmation of the intended action.	High

Help Requirements

ID	Requirement	Priority
	The solution must provide selectable field-level help to advise originators of the business guidelines for “Book Displays”, such as: <ul style="list-style-type: none">Quantity Requested (Request only the amount to be actually displayed in a three month period for temporary signs)Enter wording in Special Instructions section	High
	The solution must provide selectable field-level help to advise originators of the business guidelines for “Brochures”, such as: <ul style="list-style-type: none">Description, quantity and size can vary with each projectMinimum six-week production time required.	High
	The solution must provide selectable field-level help to advise originators of the business guidelines for “PDFs”, such as: <ul style="list-style-type: none">PDF version is low-resolution and suitable only for electronic distribution. It should not be printed or reproduced in any form.	High
	The solution must provide selectable field-level help to advise originators of the business guidelines for “Posters”, such as: <ul style="list-style-type: none">Message and art created in GraphicsMaximum quantity is two per internal program and ten for external programSize is 11 by 17 inches11 by 17 inch posters can be inserted in clear plastic holders.	High
	The solution must provide selectable field-level help to advise originators of the business guidelines for “Signs”, such as: <ul style="list-style-type: none">Message will be created in GraphicsNo restrictions on quantityMaximum unmounted size is 8.5 by 14 inchesMaximum mounted size is 9.5 by 15 inchesInformation signs can be submitted as neededInformation signs require a minimum of four weeks production timeInformation signs will be printed in black or blue ink on white paper.	High
	The solution must provide selectable field-level help to advise originators of the business guidelines for “Banners”, such as: <ul style="list-style-type: none">Allow four weeks production time	High

	When the user is uploading a Suggested Photo to the Banner request, the system must provide selectable field-level help informing the user that the photo may not be selected for the final product	Medium
	The solution must provide selectable field-level help to advise users that if different numbers materials are requested for different locations that the numbers and locations should be specified in the Comments.	High

Workflow Requirements

ID	Requirement	Priority
	The solution must provide a mechanism for requests to be routed to an approver automatically.	Medium
	The solution must provide selectable status descriptions for requests as they move through the process. Administrators will be able to change the status of the request as each step of the process is completed.	High
	The solution must provide a mechanism for requests sent to Graphics to be routed to the Graphics Department manager for manual reassignment to artists.	High
	The workflow for approving a request will be determined by the project type.	Medium
	If multiple project types are chosen, the appropriate workflow for each project type will be followed.	High
	When a request needs to be acted upon, the assignee will receive email as indicated in their Settings profile.	High
	When a request needs to be acted upon, the request will be displayed in the To-Do List of the assignee.	Medium
	The solution must allow users to check the status of a request.	High
	<ul style="list-style-type: none"> The solution must be able to display the status of request, including: <ul style="list-style-type: none"> Approved Denied Ready for print Date Proofed (Pending approval by M&D?) 	High
	The solution must notify users when the status of a request has been changed to: <ul style="list-style-type: none"> Fulfilled Updated Submitted Deleted Denied Approved (Pending approval by M&D?)	High
	The solution must provide a way for staff to be assigned to a project type.	High
	The solution must capture the name and department of the staff member to whom a project has been assigned.	High
	The solution must retain a copy of the original program description when a request is updated.	Low

	The solution must notify the department responsible for fulfillment prior to the date on which the project is due based on the production time required.	High
	The solution must allow administrators to override the approved workflow when unexpected circumstances arise.	Medium
	When a request has been updated, the following information will be captured by the system: <ul style="list-style-type: none"> • Last Updated By • Status • Date and Time 	High
	When a request has been updated, the Status and Last Updated By modification will be displayed in all request listings.	High
	The solution must be able to capture the following data, as appropriate, for each request: <ul style="list-style-type: none"> • Date Submitted • Date Completed • Date Received by Graphics • Date Received by Marketing • Date Received by Adult Services • Date Received by Youth Services • Date Received by Information Services • Date Received by Web Services • Date Received by Print • Date Received by Supplies 	High
	On the detailed presentation of an individual marketing request, the system must display the history of interaction with the request, including: <ul style="list-style-type: none"> • Date and Time of an update • Project Status • Assignee • Last Updated By • Comments 	High
	The solution must allow the last person responsible for the project to close the project when it is completed.	High
	The solution must notify the following by email when the status of a project is changed to "Closed": <ul style="list-style-type: none"> • The originator • Marketing & Development • Graphic Production 	High

Display Requirements

ID	Requirement	Priority
	Users must be able to display a list of requests sorted by each of the following characteristics of the request: <ul style="list-style-type: none"> • ID Number • Branch 	Medium

	<ul style="list-style-type: none"> • Project Type • Program Title • Project Status • Date Due • Last Updated By 	
	<p>The solution must be able to display a detailed view of an individual marketing request that includes the following fields, as appropriate:</p> <ul style="list-style-type: none"> • ID# • Originator • Branch or Department • Date Received • Program or Project Title • Project Type • Contact Name • Date Due • Description • Contact Phone 	High
	<p>The solution must be able to display the features of an individual marketing request that includes the selectable characteristics of that request, such as:</p> <ul style="list-style-type: none"> • Quantity Needed • Art File Name • Art File Location • Paper Type • Paper Weight • Paper Color • Folded/Trimmed Size • Orientation 	High
	The solution must be able to display an individual request in a printable format.	Medium
	The solution must be able to display a list of events or tasks awaiting approval specific to each branch.	Medium
	<p>The solution must allow graphics staff to enter and retrieve the following project characteristics:</p> <ul style="list-style-type: none"> • Art file name • Paper type • Paper weight • Paper dimensions • Folded/Trimmed size • Ink color • Paper color • Paper quantity • Date completed by Art 	High
	<p>The solution must allow users log in credentials to determine on screen choices for:</p> <ul style="list-style-type: none"> • Branches • Youth Services • Adult Services • Marketing 	High

	<ul style="list-style-type: none"> • Graphics • Information Services • Print • Web Services. • Administrative Users <p>(How will the choices differ?)</p>	
	<p>The solution must allow users to filter requests to display:</p> <ul style="list-style-type: none"> • All requests • Completed • Requests submitted by that user (My Requests) • Overdue requests • Pending requests 	Medium
	Administrators will be able to view requests by originator.	Low
	<p>The solution must display the characteristics of a project type, such as:</p> <ul style="list-style-type: none"> • Size • Permanent or Temporary for Book Display 	High
	On the My Request, All Requests, Open Requests and Completed Requests pages, each column in the table must be sortable in ascending and descending order.	Medium
	<p>On the Edit Request Page, the following system generated, non-editable, data appear:</p> <ul style="list-style-type: none"> • ID number • Originator • Branch 	High
	<p>On the Update Request Page the following non-editable details must appear:</p> <ul style="list-style-type: none"> • ID number • Originator • Branch • Title • Type • Date due • Suggested Wording • Reason for Request • Special Instructions 	High
	<p>On the Update Request Page non-editable details must appear in the Features section. For example:</p> <ul style="list-style-type: none"> • Quantity Needed • Art File Name and Location • Paper Color • Paper Type • Paper Weight • Orientation • Folded/Trimmed Size 	High
	On the Request Detail Page all details of the Project should be displayed in non-editable format.	High
	On the Request Detail Page a table containing the History of the project should be displayed. The following columns should be included:	Medium

	<ul style="list-style-type: none"> • Date and Time • Status • Assigned to • Last Updated By • Comment 	
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Reporting Requirements

ID	Requirement	Priority
	The solution must allow users to generate the following reports: <ul style="list-style-type: none"> • Projects overdue • Number of projects requested • Number of projects fulfilled 	High
	The solution must allow users to specify the timeframe to be used in the report.	Medium
	Administrators must have the ability to generate and save custom reports	Low

Settings Requirements

ID	Requirement	Priority
	The solution must allow users to set the frequency of email alerts.	Medium

Program Support Requirements – Out of Scope

ID	Requirement	Priority
	The solution must allow central programming to gather feedback from the branches regarding the programs of interest.	Low
	The solution must notify the branches when programs can be selected.	Low
	The solution must notify the branches of the potential dates on which a program may be offered.	Low
	The solution must allow the branches to select the preferred dates for a program to be offered at a branch.	Low
	The solution must notify the branches of the approved date for the programs requested.	Low
	The solution must be able to alert the branches prior to deadlines for: <ul style="list-style-type: none"> • Suggestions for programs (first Friday of the preceding two quarters) • Final programming selections • dateLines copy due dates (first of the month for each quarter) 	Low
	The solution must be able to adjust deadlines due to County holidays and weekends.	Low
	The solution must be able to display meeting room availability.	Low
	The solution must allow users to reserve meeting rooms when program requests are initially submitted.	Low
	The solution must allow users to release meeting rooms when final programming decisions have been made.	Low
	The solution must allow the branches to select programs of interest on a quarterly basis.	Low

Non-Functional Requirements

Platform Requirements

ID	Description	Priority
	The solution must follow BCPL web standards and industry best practices	High
	The solution must be optimized for the last three versions of the following desktop browsers: <ul style="list-style-type: none">• Internet Explorer• Mobile Safari• Google Chrome• Firefox	High
	The solution must be optimized for the last two versions of the following operating systems: <ul style="list-style-type: none">• Windows OS• Apple iOS	High
	The solution must be responsive, providing an optimized view of system content on desktops and iPads.	Low

Service Level Requirements

ID	Description	Priority
	Errors, broken links, program not working, and all other problems with the solution must be reported to the Baltimore County Service desk and a ticket created and assigned.	High
	Problems with the program will not be elevated to a SEV-1 level.	High

Accessibility Requirements

ID	Description	Priority
	The solution must follow Section 508 compliance standards and guidelines.	High

Usability Requirements

ID	Description	Priority
	Design must include intuitive global and local navigation so that the customer must be able to succeed at completing their task on the first or second attempt	Medium
	Users must be able to submit and manage requests with no errors within two attempts.	Medium
	Users must be able to login on the first or second attempt.	Medium

Retention Requirements

ID	Description	Priority
	Requests must be retained in the system for no longer than 3 years.	High

Security Requirements

ID	Description	Priority
	Users must login using their Active Directory credentials.	High
	Users must login prior to viewing or interacting with the marketing requests system to limit access to authorized users only.	High
	The solution must be able to provide different levels of functionality for branch and administrative users based on login.	High

Training Requirements

ID	Description	Priority
	The solution must be intuitive so that training requires a maximum of one hour to complete.	High
	Documentation will be provided to users, but no classroom training will be needed.	High

Glossary

Term	Definition
Administrator	Refers to administrative office users who have the ability to monitor and manage requests of all types.
User	Refers to both branch and administrative authorized users.
BACO	Baltimore County Government
BAU	Business Applications Unit
BCPL	Baltimore County Public Library
OIT	Office of Information Technology
High Priority	Functionality is essential and the proposed solution must be able to satisfy the specified requirement in the initial release.
Medium Priority	Functionality would be useful and the proposed solution should be able to satisfy the specified requirement if the feature can be implemented in the initial release without affecting project costs, timeline or quality.
Low Priority	Functionality is desirable, but not necessary, or is out of scope, and satisfying the specified requirement can be deferred until a later release.
508 Compliance Guidelines	Refers to federal laws in making web sites accessible to all people including those with disabilities.
Banner	Banner refers to the presentation of program information on the BCPL website rather than to a physical banner.
Social Media	Refers to Facebook and Twitter

Revision History

Version	Date	Author	Reason for Issue
0.1	02/05/2012	Victoria Moseley-Dials	Initial Draft
0.2	02/19/2015	Victoria Moseley-Dials	Added additional requirements.
0.3	03/04/2015	Victoria Moseley-Dials	Updated following internal team wireframe review.
0.4	03/09/2015	Joyce Johnson	Categorized and updated requirements.
0.5	03/11/2015	Victoria Moseley-Dials	Major revision to include wireframe detail from external team web conference..
0.6	03/16/2015	Joyce Johnson	Incorporated detail from uses cases.
0.7	03/16/2015	Victoria Moseley-Dials	Set requirements priorities.
0.8	03/18/2015	Joyce Johnson	Updated TOC and completed requirement priorities
0.9	03/20/2015	Joyce Johnson	Updated priorities; added additional requirements; edited requirements
0.10	03/24//2015	Victoria Moseley-Dials	Approved updated priorities; edited requirements
0.11	04/03/2015	Joyce Johnson	Updated and edited requirements after meeting with library
0.12	04/06/2015	Joyce Johnson	Continued to update and edit requirements.

Document Approval

The Software Requirements Specification has been accepted and approved by the following:

Name	Title	Signature	Date
Linda Frederick	Marketing and Development Manager, BCPL:		
James C. Cooke	Assistant Director, Support Services, BCPL		
Heather T. List	BAU Manager, OIT		
Victoria Moseley-Dials	Project Manager, OIT		